

## **VACANCY ANNOUNCEMENT # 13/12/54**

### **FINANCIAL SPECIALIST FSN-11 (OR); FP-4 (NOR)**

**From:** Human Resources Office  
**Open to:** All interested candidates  
**Opening Date:** December 30, 2013  
**Closing Date:** January 21, 2014  
**Work Hours:** Full time - 40 hours per week  
**Desired Start Date:** February 10, 2014

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Financial Specialist in the International Narcotics and Law Enforcement Affairs (INL).

#### **BASIC FUNCTION OF POSITION**

The incumbent is the Finance Manager of Lima's International Narcotics and Law Enforcement Affairs Section (INL). S/he is the Controller for a U.S. foreign assistance program with an aggregate value of more than \$100 million across 12 multi-year projects. The incumbent oversees multiple budget exercises each year, including ICASS, PD&S, programmatic and host-government funds under INL management. The incumbent is the expert on all INL financial matters and is a key advisor to the INL Director, Deputy Director, Management Officer, and 17 American Project Managers on U.S. law, regulations, budgeting, accounting and funds management policies and procedures for INL. S/he also meets with and advises host government officials on financial matters related to INL programs. The incumbent supervises eight LE Staff: three FSN-9 accounting technicians, one FSN-9 financial analyst, three FSN-8 voucher examiners and one FSN-7 sub-cashier in Pucallpa. The incumbent reports to the INL Management Officer and has frequent direct contact with the INL Director and Deputy Director.

**Please note:** At the end of this Vacancy Announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

## **QUALIFICATIONS REQUIRED**

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

**1. Education:** Bachelor's degree in Accounting, Finance or Business Administration. is required.

**2. Experience:** A minimum of eight (8) years working in accounting or finance is required.

**3. Language:** Level IV (Fluent) Speaking/Reading/Writing English ability. Level IV (Fluent) Speaking/Reading/Writing Spanish ability is required. This will be tested.

**4. Job Knowledge:** Must have knowledge of accounting procedures and GOP fiscal requirements and regulations.

**5. Skills and Abilities:** Must possess strong leadership, managerial and interpersonal skills and the ability to manage large groups of people. High-level critical thinking and problem solving abilities are also essential for success. The incumbent must be an expert in the use of Microsoft Excel; strong skills in all MS Office applications are also necessary. The incumbent must be able to analyze complex reports, identifying trends and drawing inferences and conclusions to inform and advise INL leadership and senior GOP counterparts.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Hiring Office will receive qualified applications in the following order:
  - a. applicants with hiring preference (U.S. EFMs and U.S. veterans),
  - b. internal candidates, and
  - c. external candidates.
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.

4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
7. US Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

#### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment](#) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Applicants from within the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

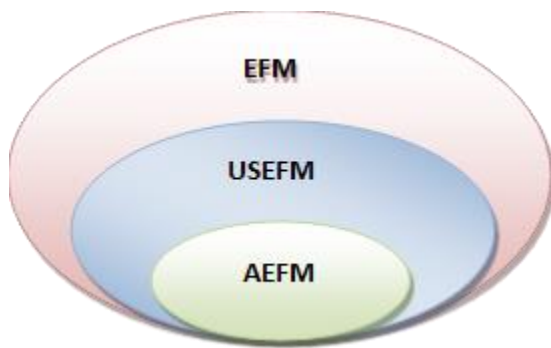
## Submit applications to:

[limarecruitment@state.gov](mailto:limarecruitment@state.gov)

- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5 MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contacted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

## Appendix A

### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type. Please attach copy of document

- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

### **CLOSING DATE: January 21, 2014**

**The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

### **Major Duties and Responsibilities of the Position**

1. Accounting and Budgeting (35%)
  - a. Oversees the operation of INL project accounting, utilizing an accrual accounting system for 12 major project areas (each of which requires its own set of accounting records for five separate appropriation years). This oversight includes the establishment of specialized project allotment ledgers and project accounting accrued expenditure and disbursement records for projects.
  - b. Oversees the obligation, subobligation, expenditure and proper accounting of project funds.
  - c. Coordinates the preparation of the annual submission for both operational Program Development and Support (PD&S) and program budgets. Uses projected cost estimates based on historical expenditure rates, new program directions and inflation factors to inform and guide the budgeting process.

- d. Oversees the preparation and submission of ICASS workload counts and reviews the ICASS budget for inaccuracies and opportunities for cost savings. Negotiates with FMO on ICASS cost allocation changes, advocating for INL to ensure equity among ICASS member agencies; raises issues of particular concern to the INL Management Officer, Director and Deputy.
  - e. Liaises with higher-level staff and managers in the Charleston Global Financial Services (GFS) center and INL/RM in Washington regarding deliverables and any problem areas.
  - f. Supervises the VAT refund request process; ensures submissions follow host country policies and coordinates with the appropriate GOP entities to obtain prompt reimbursements.
2. Financial Management, Reporting and Guidance (35%)
- a. Provides expert financial guidance to the INL Director, Deputy, Management Officer and all Program Advisors. Provides financial guidance to DEA leadership for SIU and Andean Ridge managed funds.
  - b. Oversees the preparation of all routine and ad hoc reporting for the INL finance team. Audiences for these reports cross all levels of INL Lima stakeholders, including the INL Director, the Ambassador, INL/RM and INL senior leadership in Washington, NGOs, and senior GOP officials. Routine reports include: Status of Funds; Pipeline; Financial Management Activity Report (FMAR); and Unliquidated Obligations (ULO). The incumbent also audits for accuracy the FMC-60 and 62 reports generated by Charleston GFS. S/he oversees the development of numerous ad hoc reports requested throughout the year by the INL Director and Deputy, Program Advisors, Embassy Front Office, and senior GOP officials.
  - c. Drafts face sheet amendments to the U.S.-Peru counter narcotics bilateral agreement; oversees creation of the financial section and operative plan of face sheet amendments and ensures translations between English and Spanish are accurate.
  - d. Conducts regular meetings with Senior Program Advisors to understand their goals and objectives, and to provide input on funds available. Uses information to inform the budgeting process and spending plan creation.
  - e. Meets regularly with high-level officials of GOP ministries and offices and non-governmental agencies; represents INL as required in high-level meetings to address questions related to authorized use of USG funds, required financial practices, funds management procedures, and financial management reports.



Utilizes extensive knowledge of narcotics control program policy and objectives as well as USG and INL accounting procedures.

- f. Aids in drafting, and monitors from a financial standpoint, the implementation of memorandums of understanding (MOU) with GOP, NGOs, and with other USG agencies.
3. Supervision, management and other responsibilities (30%)
- a. Supervises eight LE Staff personnel.
  - b. Sets goals and priorities for finance team in support of overall INL Lima objectives.
  - c. Identifies/establishes deadlines and manages staff work towards meeting those deadlines.
  - d. Sets workflows and ensures both routine and ad hoc assignments move through the accounting team expeditiously and with sufficient focus on quality and accuracy.
  - e. Establishes policies for INL accounting team; recognizes when policies are of sufficient visibility and importance to seek clearance from the INL Management Officer.
  - f. Prepares work schedules; approves staff leave; prepares annual performance reports for staff. Recommends awards. Participates in hiring process for positions under his/her supervision.
  - g. Communicates to all INL staff and provides formal training as needed on financial matters, especially changes to existing policies and procedures.
  - h. Travels within Peru visiting project sites and forward operating bases (e.g. Pucallpa) to conduct financial audits and support end-use monitoring.
  - i. Performs other duties as requested by supervisor.